

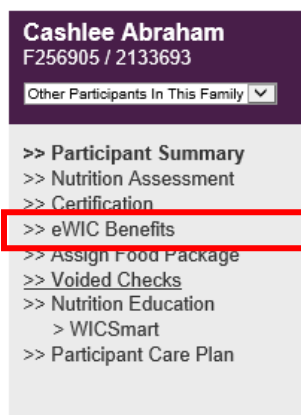


Retailor Food

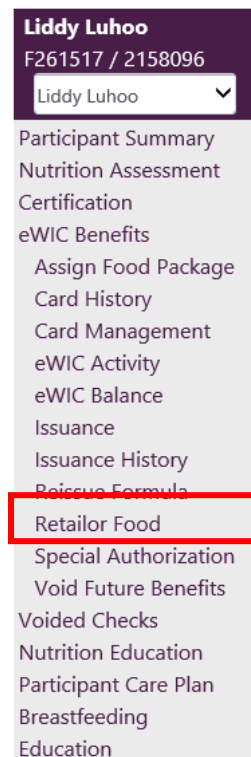
Retailor Food to make changes to a food package after purchases have been made

- Note: Limited to one retailer per family per month
- If no purchases: benefits should be voided, then reissued with a tailored package

1. Go to the Participant page in WISPr
2. Expand eWIC benefits in the left navigation pane



3. Click: Retailor Food



4. Change subcategory quantities by entering new amounts in the Current column
 - a) Quantities need to be within the “Limit” range for subcategories and food baskets
 - b) Food Basket totals include all subcategory foods in that basket

Retailer Food


☒ None
 ☐ MD Doc **M**
☐ RD Approval **R**
☐ Homeless **H**

WM 5 - FP 5

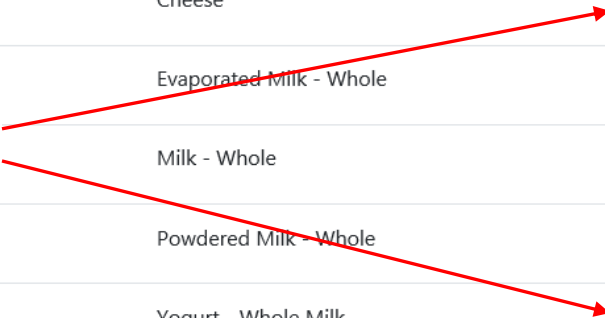
Client Issued	Family Issued	Family Redeemed/Voided	Family Remaining	Current	Limit
WM Breakfast Cereal					
16.00	36.00	20.00	16.00	16.000	32.000 - 36.000 Ounces
Breakfast Cereal				<input type="text" value="16.000"/>	0.000 - 36.000 Ounces
WM Eggs					
1.000	1.000	0.000	1.000	1.000	1.000 - 1.000 Dozens
Eggs				<input type="text" value="1.000"/>	0.000 - 1.000 Dozens
WM Fruits and Vegetables					
11.00	11.00	0.0	11.00	11.000	11.000 - 11.000 Values
Fresh Fruit & Vegetables				<input type="text" value="11.000"/>	0.000 - 11.000 Cash Value Benefits
WM Legumes					
2.000	2.000	0.000	2.000	2.000	2.000 - 2.000 Containers
Peanut Butter/Beans				<input type="text" value="2.000"/>	0.000 - 2.000 Containers
WM Milk					
22.000	22.000	0.000	22.000	22.000	22.000 - 22.000 Quarts
Cheese				<input type="text" value="0.000"/>	0.000 - 1.000 Pounds
Evaporated Milk - Skim & 1%				<input type="text" value="0.000"/>	0.000 - 29.000 Cans
Milk - Fat Free & Skim				<input type="text" value="5.500"/>	0.000 - 5.500 Gallons
Powdered Milk - Skim & 1%				<input type="text" value="0.000"/>	0.000 - 22.000 Quarts
Yogurt				<input type="text" value="0.000"/>	0.000 - 1.000 Quarts
WM Whole Grains					
16.00	16.00	0.0	16.00	16.000	16.000 - 16.000 Ounces
Whole Grains				<input type="text" value="16.000"/>	0.000 - 16.000 Ounces
WM Womens Juice					
3.000	3.000	0.000	3.000	3.000	3.000 - 3.000 Cans
Juice - 12oz Frozen				<input type="text" value="3.000"/>	0.000 - 3.000 Cans

Note

5. Enter quantities to the subcategories that are to be added
 - Note: the exclamation mark in the black circle indicates the quantity is not within the limits range
 - Hover over the exclamation mark to see if over or under the limits range

WM Milk		20.000	16.000 - 16.000 Quarts
Cheese		1.000	0.000 - 1.000 Pounds
Evaporated Milk - Whole		0.000	0.000 - 21.000 Cans
Milk - Whole		4.000	0.000 - 4.000 Gallons
Powdered Milk - Whole		0.000	0.000 - 16.000 Quarts
Yogurt - Whole Milk		1.000	0.000 - 1.000 Quarts

Quantities entered



6. Reduce the quantity of another subcategory to put food package within the limits
 - Milk changed from 4 gallons to 3 gallons (remember 4 quarts = 1 gallon)

WM Milk	16.000	16.000 - 16.000 Quarts
Cheese	1.000	0.000 - 1.000 Pounds
Evaporated Milk - Skim & 1%	0.000	0.000 - 21.000 Cans
Milk - Fat Free & Skim	3.000	0.000 - 4.000 Gallons
Powdered Milk - Skim & 1%	0.000	0.000 - 16.000 Quarts
Yogurt	1.000	0.000 - 1.000 Quarts
WM Whole Grains	32.000	32.000 - 32.000 Ounces
Whole Grains	32.000	32.000 - 32.000 Ounces

Note

SAVE CANCEL

7. Enter notes if there are special circumstances
8. Click: Save (to save new food package) or Cancel (to clear changes)



IDAHO DEPARTMENT OF
HEALTH & WELFARE
DIVISION OF PUBLIC HEALTH



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